

ANNUAL REPORT GUIDELINES FOR CY 1978

FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to inform Federal agencies of the material to be included in their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970. These guidelines are based on the 10 element criteria approved by the Federal Advisory Council on Occupational Safety and Health.

PURPOSE: These annual reports provide information for the following:

- o The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program.
- o Selection of agencies for the President's Safety Awards.
- o Evaluative and Consultative functions of the Office of Federal Agency Safety and Health Programs.

SUBMIT TO: The report should be prepared on standard size (8½ x 11) paper and submitted by April 1, 1979 to:

U. S. Department of Labor
Occupational Safety and Health
Administration
Office of Federal Agency Safety
and Health Programs
2100 M Street, N.W.
Washington, D.C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1978

The annual report shall provide the following information on your agency's program during CY 1978 relative to the 10 elements of an effective occupational safety and

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health program. Where documentation is required you may reference the specific requirement in the enclosed program documentation or in documentation on file at the Office of Federal Agency Safety and Health Programs.

1. EMPLOYEE INVOLVEMENT

- o CONSULTATION WITH EMPLOYEES/EMPLOYEE REPRESENTATIVES-document and describe implementation of requirements for consultation with employees and their representatives in planning and operating the program.
- o EMPLOYEE PARTICIPATION IN PROGRAM OPERATION-document and describe implementation of provisions.
- o COMMITTEE MEMBERSHIP-document and describe implementation of procedures providing for committees, membership and participation at both headquarters and field levels.
- o EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS-document and describe implementation of procedures for reporting hazardous conditions, including review and appeal to OSHA. Include in documentation the number of reports (complaints) received, investigated, hazardous conditions identified and abated at the field, regional and headquarters levels through your agency procedures.
- o SAFEGUARDS FOR DISCRIMINATION, REPRISAL, RESTRAINT, INTERFERENCE, OR COERCION-document and describe implementation of procedures prohibiting discrimination and etc. against employees for participating in the program.

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- o POSTING OF NOTICE, AVAILABILITY OF ACT, 29 CFR 1960, AGENCY PROGRAM-
document and describe implementation of procedures for informing employees of rights and responsibilities.
- o EMPLOYEE PARTICIPATION IN FEDERAL FIELD SAFETY AND HEALTH COUNCILS-
document and describe implementation of procedures providing for and promoting participation and membership in FFSHCs.
- o REVIEW OF STANDARDS-document and describe implementation of procedures for informing employees of applicable standards and their right of review.
- o NOTICES OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe implementation of procedures for posting of notices informing employees of hazards in work areas.

2. EXECUTIVE SUPPORT AND DUTIES

- o POLICY - Document and describe the implementation of the official policy statement of the agency head on the occupational safety and health program.
- o FUNDING - Report the dollars requested, appropriated and used for the implementation of the agency program as required in OMB Circular A-11. Report the estimated dollars for compliance with OSHA or agency "consistent" standards.
- o ORGANIZATION - Describe the organizational structure of the occupational safety and health function from the designated safety and health official to field level safety and health personnel. An organization chart

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for the occupational safety and health function should be provided.

- o ATTACHMENT 1 - Enter information on Attachment 1.
 - Agency name and address.
 - Agency head name, title, and address.
 - Agency Designated Safety and Health Official name, title, address and telephone.
 - Agency Safety and Health (Chief, Manager, Coordinator, Director etc.) name, title, address and telephone.

3. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF AND FUNCTIONS

- o ATTACHMENT 2 - Full-time occupational safety and health staffing at headquarters and field units - job series number, grade level. Also include employment data as requested.
- o ATTACHMENT 3 - OSH staffing of field units, full-time and collateral duty - definition, address, employment and OSH staffing by grade level, full-time or collateral-duty, and total work time spent on OSH activities at each field unit.
- o ATTACHMENT 4 - Full-time OSH Personnel - Complete for each full-time OSH professional counted in Attachment 2. Enter name, title, job series, grade level, work location, and work telephone.

- o RESPONSIBILITIES AND DUTIES OF OSH STAFF-document and describe the OSH responsibilities and duties at both the headquarters and field levels.

4. OPERATING MANAGEMENT AND SUPERVISORY DUTIES

- o SUPERVISORY AND OPERATING MANAGEMENT RESPONSIBILITIES-document and describe the implementation of procedures for informing management of OSH responsibilities.
- o EVALUATION OF EMPLOYEES OSH PERFORMANCE-document and describe the implementation of the requirement that each employee's occupational safety and health performance be included as part of their periodic performance evaluation.
- o REPORTS OF UNSAFE OR UNHEALTHFUL CONDITIONS-document and describe the implementation of the requirement that management is informed of its responsibilities in investigating employee reports of hazardous conditions.

5. SAFETY AND HEALTH STANDARDS ADOPTION

- o ADOPTION OF OSHA STANDARDS-document and describe adoption.
- o PROMULGATION OF AGENCY "CONSISTENT" STANDARDS-document and describe implementation of procedures.
- o ADOPTION OF EMERGENCY STANDARDS-document and describe implementation of procedures.

6. SAFETY AND HEALTH TRAINING ACTIVITIES

- o TRAINING-describe the types, extent of, training availability and number of employees participating in training conducted for the

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various levels of employees including the designated safety and health official, safety and health professionals, safety and health inspectors, collateral-duty safety and health personnel, supervisors, representatives of employee groups and employees.

- o SPECIALIZED TRAINING CONDUCTED FOR HIGH RISK JOBS-describe.

7. INSPECTION AND HAZARD ABATEMENT PROCEDURES

- o PERIODIC INSPECTION PROCEDURES-document and describe implementation of requirements. Include the number of on-site inspections conducted, the locations of the inspections, the employment of the locations, the hazards identified, the hazards abated or for which abatement schedules were proposed.
- o INSPECTION PERSONNEL AT FIELD LEVELS-document and describe qualifications and organization.
- o ABATEMENT PROCEDURES AND RESPONSIBILITIES-document and describe implementation of requirements.
- o PROHIBITION OF ADVANCE NOTICE PROCEDURES-document and describe implementation of requirements.
- o IMMINENT DANGER PROCEDURES-document and describe implementation of requirements.

8. RECORDKEEPING AND REPORTING PROCEDURES

- o CAUSAL ANALYSIS OF CY 1978 INJURIES, ILLNESSES, AND ACCIDENTS-describe analysis and corrective actions taken.
- o FLOW OF INJURY, ILLNESS, ACCIDENT AND SERIOUS ACCIDENT REPORTS FROM FIELD TO SAFETY AND HEALTH OFFICIAL TO OSHA- document and describe implementation of requirements.

- o MAINTENANCE OF AND EMPLOYEE ACCESS TO INJURY, ILLNESS, AND ACCIDENT RECORDS AT FIELD LEVELS-document and describe implementation of requirements.

9. PROMOTIONAL AND INTERAGENCY ACTIVITIES

- o PROMOTIONAL TECHNIQUES USED TO INCREASE EMPLOYEE INTEREST AND PARTICIPATION-describe.
- o FIELD FEDERAL SAFETY AND HEALTH COUNCILS-describe participation at field level.

10. INTRA-AGENCY EVALUATION PROCEDURES

- o SELF-EVALUATION PLANS AND PROCEDURES-document and describe implementation of requirements.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1978

- o Briefly, describe your agency's achievement of the planned goals and objectives set for 1978.

SUBMISSION OF PROGRAM DOCUMENTATION

- o Attach a copy of your official occupational safety and health order, directive, etc., which implements Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 11807, and 29 CFR 1960. Do not attach exhibits demonstrating elements of your program, only enclose official program documentation. If your program documentation is unchanged from that reported last year, note by stating "Same as CY 1977." The program documentation on file may be updated by submitting any new changes over CY 1979.

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PROGRAM FOR CALENDAR YEAR 1979

GOALS, OBJECTIVES AND PLANNED ACTIVITIES FOR CY 1979

- o Describe your agency's goals and objectives for your program in CY 1979, including the planned activities involved in attaining these goals and objectives.